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DIARY NOTES

DD/A

4 October 1954<sup>STAT</sup>

1. Asked [ ] to conduct an audit of Project PBSUCCESS as soon as possible, emphasizing the reservations which had been expressed by the Special Study Group and cautioning him to do the most thorough job possible. <sup>STAT</sup>

3. Met with members of the Board of Review for Shortages and Losses in quite a stormy session. They still resent having the Comptroller comment on their recommendations; however, I decided to make no change in this procedure.

4. I talked to General Cabell about the objection by the Office of the Deputy Director (Plans) to having the Comptroller approve of deviations from project presentations in amounts exceeding \$50,000, as illustrated in the Administrative Plan for [ ]. He felt that this was one of the things which the Special Study Group had criticized us for and that the Comptroller should exercise this type of control and review. <sup>STAT</sup>

I also discussed with him the "in casual - out casual" proposal for controlling ceilings in the DD/P area. He felt that some procedure such as this should be implemented and will ask me to get together with Messrs. Reynolds, Saunders, [ ] etc. to work it out. <sup>STAT</sup>

We reviewed a number of proposals for increased tables of organization and, in general, decided that we might as well go ahead with the increased T/O's and let the ceilings be settled after completion of the manpower surveys for the particular divisions concerned.

5. I spoke to Kirk about making the [ ] report available to the Project Administrative Planning Staff and he agreed that I should do this. <sup>STAT</sup>

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6. [ ] gave his briefing to the Director on the proposal for a new building site.....the [ ] Mr. Dulles wanted to think this over for a couple of days before giving us the green light. <sup>STAT</sup>

7. [ ] who is a candidate for the position of Deputy to the Com- <sup>STAT</sup>

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manding Officer at [redacted] was in. While I think that he  
could do the job I am not sure that he is particularly outstanding.

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**CONFIDENTIAL**

**APPOINTMENTS AND/OR MEETINGS FOR 4 OCTOBER 1954**

**DIRECTOR**

11:00 a.m. - AD's Meeting

1:00 p.m. -

3:00 p.m. -

4:00 p.m. -

STAT

**DEPUTY DIRECTOR**

11:00 a.m. - AD's Meeting

**ACTING DEPUTY DIRECTOR/PLANS**

11:00 a.m. - AD's Meeting

**DEPUTY DIRECTOR/INTELLIGENCE**

10:00 a.m. - Leave for Cambridge, Massachusetts  
to Speak Before The Littauer Seminar  
Harvard University

**DEPUTY DIRECTOR/ADMINISTRATION**

11:00 a.m. - AD's Meeting

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## DD/A DAILY ACTION SUMMARY

STAT

4 October 1954

Originating OfficeSubjectActionC/RCS  
28 Sept 54Draft of [ ] Conduct of  
Agency Employees on Foreign Duty and DraftReviewed by DD/A  
Staff. JAC comments  
on Sect. 6 "Social  
Conduct". Ret'd to  
C/RCS. 1 cpy -DDA  
subj (Pers 4).

ER-6-0648

STAT

4 Oct 54

Memorandum for Chief of Administration, Office of  
the DD/P, subject: "Payment of Travel Expenses of  
Dependent of [ ]" and basic. STATApproved by DD/A  
(subj to audit).  
Orig&l w/basic to  
adse. cc to Compt;  
DDA subj (Travel) &  
chrono.

ER-6-0235

ER-5-9760; 5-4972; 5-4890

STAT

4 Oct 54

Memorandum for Assistant Director for Personnel,  
subject: "Additional Ceiling Position - Management  
Staff," - [ ] - Senior Management  
Officer. ER-6-0786Signed by DD/A.  
Orig & 1 to AD/P  
(orig memo for DD/A  
fr [ ] not dis-  
tributed) ccs to Com  
Mgt Staff, C&W Div;  
DDA subj (Pers 11-  
and chrono.

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4 Oct 54

Memorandum for Chief of Administration, Office  
of the Deputy Director (Plans), subject: "Payment  
of Travel Expenses of Grandchildren - [ ]  
[ ]" w/basic. ER-6-0234Signed by DD/A.  
Payment of travel  
expenses approved  
Orig & 1 w/basic to  
adse.ccs to Compt;  
DDA subj(Travel) &  
chrono.

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PAPS/[ ]  
27 Sept 54Memorandum for Deputy Director (Plans), subject:  
"Amendment No. 1 to Administrative Plan for FE  
Proprietary Project [ ]" w/Concurrence  
Sheet, Admin Plan, Proj. Clearance Sheet and  
memo for DD/P fr AC/FE, subj "Termination of  
[ ]" dtd 23 Aug 54. STATLiquidation appvd  
by DD/A 1 Oct 54.  
Orig w/atts to COA  
DDP by special mes-  
senger.

ER-6-0732

STAT

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C/RCS  
29 Sept 54Memorandum for Deputy Director (Administration)  
subject: [ ]DD/A appvd for sub-  
mission to DD/P for  
authentication.  
Orig w/att picked u  
by C/RCS. lcc-DDA  
subj (B&G5); lcc-  
trans. slip-DDA chr

ER-6-0770

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<u>Originating Office</u>	<u>Subject</u>	<u>Action</u>
DD/A 2 Oct 54	Memorandum for [redacted] subj: "Status of the JOT Program," - ceilings and T/O's ER-6-0857	Signed by DD/A. Orig & 3 to JAC; DDA subj to ADD/A and file (Train. 3-2) and chrono.
AD/P 27 Sept 54	Memorandum for the Director of Central Intelligence subject: "Procedures for Utilization of Military Personnel Detailed to the Agency from the Armed Forces." ER-6-0682	Orig & 4 w/trans. slip fr DD/A "pre- pared to concur but have these sugges- tions for considera- tion," given to AD/P at AD's meeting 10/1 2ccs-DDA trans. slip DDA subj (pers 10) and chrono.
DCI 24 Oct 53	Memorandum for DD/P; DD/I; DD/A; AD/Commo; D/TR subject: "Liaison with the Bureau of the Budget," calling attn to extract from Agency Reg. 60-1 ER-4-7539	Copies sent to all DD's, AD/P; AD/C, D/Trg, COA/DDP, All Admin Office Heads req'ing that att'd memo be brought to attn. of all pers. 2ccs -DDA subject (Liaison)& chrono.
D/Security 16 Sept 54	Memorandum for Inspector General, subject: "Survey of the Security Office," w/att responses of Security Office to each recommendation. ER-6-0282	Orig w/att to IG w/note fr DD/A"... there are a number of items which re- quire further con- sideration & action I will follow up on them." lcc-DDA (O&M 2).
IG 30 Sept 54	Memorandum for Deputy Director (Administration), subject: "Item in Weekly Report of Management Staff for Week Ending 17 Sept 54," requesting a report on the "bad situation" ER-6-0833	DD/A fwded to C/ Mgmt req'ing that report be submitted to IG thru this office. 2ccs-DDA subj(O&M2)& chrono.
DD/A 2 Oct 54	Proposed letter to the Honorable William E. Jenner, Chairman, Joint Committee on Printing re his letter of 21 Sept 54. ER-6-0496A ER-6-0496	Orig & 5 and blue memo to DCI hand- carried to DCI's office by Col White DDA subj-LAQ; lcc- DDA chrono.

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Originating OfficeSubjectAction

DD/A

1 Oct 54

Memorandum for Mr. John S. Warner, subject: "Advances to TSS Personnel for Travel [redacted] w/att file on subject. ER-6-0828

Orig w/att given by RBS to Mr. Warner for review and advice. 2ccs-DDA subj(Proj Misc TSS Lab) and chrono.

AD/P

8 Sept 54

Memorandum for Deputy Director (Administration), subject: "Increase of T/O Positions and Personnel Ceiling Slots in the Office of Training and Personnel." ER-5-9938

Appvd by DDCI 9/28 by DD/A 10/1. ccs to: 2-C/Mgmt Staff CWD; D/trng; Compt AD/P. Orig & 1 - DDA subj (O&M5) and chrono.

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C/RCS

27 Sept 54

Folder for Mr. Bissell containing final drafts on proposed new [redacted] Project Review Committee; 230-120, Submission of Annual Programs to the Project Review Committee; 230-130, Submission of Projects to the Project Review Committee. Background material also included in folder. ER-5-8531, 5-7528

Entire folder given to [redacted]

STAT

GSA/Mr. Mansure

24 Sept 54

GSA Circular No. 95, subject: "Observance of Fire Prevention Week, October 3 - 9, 1954."

WHM fwded ltr to Safety Officer/SO for action on para 4. 2ccs-WHM's trans slip-DDA subj(B&G 2 and chrono.

D/Training

1 Oct 54

Memorandum for Training Officers, subject: "Long-Term Schedule of Courses."

STAT

JAC distributed to GC; C/Mgmt Staff; AIC/ and C/PAPS. 1 cpy-DDA subj(Tng)

ADD/P

28 Sept 54



Concurred in by DDA Orig & 11 w/blue m memo fr DD/A hand-carried to DCI for approval. 2ccs of blue memo-DDA subj (Proj Misc) & chrono

C/RCS

29 Sept 54

Memorandum for Deputy Director (Administration), subject: [redacted] Security Clearance of Personnel for Duty with CIA (Job #228-REB)," w/att proposed reg. ER-6-0746

Orig w/att and blue memo handcarried to DCI for review and appvl prior to publication. To be ret'd to DD/A for signature. 2ccs-DDA blue memo-(subj cpy held by LAQ) & chrono

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Originating Office

Subject

Action

GSA/Mr. Mansure  
21 Sept 54

GSA Circular No. 93, subject: "Joint-use Telephone  
Services."

HR-6-0892

WHM fwded to C/LO  
for info.

Pers. Office

Exit Interview Reports for GC(1); C/LO (11):  
☐ (1) D/Security (5) Compt (5); C/Mgmt Staff (1)  
FR 6 0913 thru 0918

Noted by DD/A JAC  
fwded Eyes Only to  
approp. offices

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